

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> NOISE PROJECT COORDINATOR		<b>Date:</b> 05/14/02
<b>Position Level:</b> 10	<b>FLSA Status:</b>	<b>Class Code:</b> 10-26

### GENERAL DESCRIPTION

This position will be the local coordinator for the design, bidding, and construction phases of the noise insulation program for 300 homes. This position is critical in dealing with the local residents electing to participate in the program. This position also coordinates material selection, schedules meeting, inspections and other contacts with residents, as well as coordinating with Monroe County and City of Key West Officials. This position will also be the liaison to the ADHOC Committee on noise, and will be responsible for all other airport noise projects.

### KEY RESPONSIBILITIES

1. \*Maintain contact with program participants. Seeks input and solves problems that may occur.
2. \*Maintain contact with Architects, Engineers and Contractors. Seeks input and solves problems that may occur.
3. \*Monitor progress of other noise programs also in progress, i.e. NCP, Approach study, etc.
4. \*Respond to public inquiries to all ongoing noise programs.
5. Confer with community groups, airport and airline personnel regarding the resolution of noise problems and complaints.
6. Delivers speeches and presentations to community groups and business associations.
7. Prepares ADHOC agenda, gives reports, prepares minutes of ADHOC Committee on airport noise.
8. Monitors noise complaint logs and after hour activity logs.
9. Prepares letters for violators of voluntary restrictions.
10. Performs related work as required.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	2 to 3 yrs. Exp.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work in non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and managing relationships at a high level.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires normal office situation. Typically work outside. High noise environment. Works alone or closely with others. Will be typically sitting at a desk or table, intermittently sitting, standing or stooping and/or walking. Will also be bending, crouching or stooping. Work requires climbing ladders or scaffolds.
<i>On Call Requirements:</i>	None.

<b>APPROVALS</b>	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

